



## **HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA**

### **VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER – 14 - 057**

- OPEN TO:** **All Interested Candidates/All Sources**
- POSITION:** **Information Assistant, FSN-8; FP-6** (Two positions)  
(Salary approx. Tk. 68,000 per month)
- OPENING DATE:** **October 2, 2014**
- CLOSING DATE:** **October 20, 2014** (before 4:30 p.m.)
- WORK HOURS:** Full-time; 40 Hours/5 days per week

**NOTE: ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

U.S. Embassy Dhaka is seeking applications for the position of **Information Assistant** in the Information Section of Public Affairs Section (PAS) at the American Center.

**BASIC FUNCTION:** Under the general guidance of the Information Officer and Information Specialist, incumbent plans and implements major media programs within the framework of Mission goals and objectives. Responsible for selecting, adapting and translating materials for use in embassy press releases and the embassy website and Facebook pages. Coordinates special



translation and publication projects. Reviews Bangla press and prepares media reaction cables selecting, editing and translating items of interest, paying particular attention to specific topics provided by Washington. Prepares a daily summary of important topics from Bangla papers. Monitors Bangla language newspapers, periodicals and electronic media to highlight important and breaking news. Assumes charge of the press operations in the absence of the Information Specialist.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

✚ Works closely with the Information specialist to plan and implement major media programs within the framework of Mission objectives and goals. Assumes sole responsibility of some programs. Edits, selects, adapts and translates articles and other Washington-produced products for placement in the local press and for use in Mission programming. In addition to translation of daily releases, translates and oversees layout and preparation of post publications. Translates selected materials into Bangla for USAID programs. Ensures timely distribution of press releases. Takes charge of the press section in the absence of the Information Specialist.

✚ Reviews the Bangla press daily. Prepares a daily summary from Bangla newspapers. Selects, edits and translates items of likely interest to American supervisors, senior Mission officers and/or Washington bureaus. On a rotating basis, drafts weekend and holiday editions of the Bangla Notes. Contributes to regular media reaction reports. This requires selecting items from the editorial pages of the Bangla and English press based on specific topics provided by Washington or at post, editing them down to high- impact “bites,” translating the Bangla items, and preparing the cable.

✚ Maintains personal contacts with senior editors, reporters, writers and government officials with a view to facilitating placement of USG materials. Accompanies PAO/IO in their meetings with editors and government officials. Arranges exclusive newspaper interviews of USG officials and helps organize the U.S. Ambassador’s and other officials’ press events. Occasionally arranges thematic lunches for editors and government officials. Supports media aspects of travel outside Dhaka by the Ambassador and other key embassy staff. Organizes field trips for groups of journalists to USAID projects. Provides information in answer to queries from local press. Responds to requests from newspapers and periodicals for PA section press materials and photos.



## QUALIFICATIONS REQUIRED:

- 1. Education:** Bachelor's degree in liberal arts, journalism, international relations, or humanities is required. Specialized training in press and publications, writing, radio, or TV is required. *(You must attach a copy of your bachelor's degree certificate and specialized training certificate along with your application form.)*
- 2. Language Proficiency:** Level IV (fluent) in both spoken and written English and Bangla required. English language proficiency will be tested.
- 3. Prior Work Experience:** Minimum three years of progressively responsible experience in communications as journalist, writer, or radio broadcaster is required.
- 4. Knowledge:** Good general knowledge of the local political, economic, social, and educational structure, institutions, political parties, and of key figures in the mass media, the professions, government, and business circles. Thorough knowledge of public affairs programs and media techniques required.
- 5. Skills and Abilities:** Ability to develop and maintain extensive high- and working-level contacts among the media and government officials. Ability to plan and implement programs with little or no supervision. Ability to advise on the selection and release of informational materials. Creative ability and imagination in planning, researching, writing, and producing of informational materials and programs.

## SELECTION PROCESS:

It is essential that candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** When equally qualified, US Citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference.

## ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.



3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

6. The candidate must be able to obtain and hold a security clearance.

**TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

1. Form DS-174, "Universal Application for Employment as a Locally Employed Staff or Family Member" (UAE). **This form must be completed in English.** You may fill in the answers on a computer and print it, or print a blank copy and fill it out by hand.

[Application Form](#)

2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**All Bangladeshi applicants must complete the application form and must attach the following documents; if you do not attach the below mentioned documents, your application will be considered incomplete and will not be processed further:**

- I) A passport size photograph (taken within six months), and**
- II) A copy of Passport or Voter ID or Driver's License, and**
- III) A copy of educational or trade school certificate as required.**



**Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.**

**SUBMIT APPLICATION TO:**

Human Resources Office  
Attention: HRO  
Address: Embassy of the United States of America  
Madani Avenue, Baridhara  
Dhaka – 1212

**All candidates** must submit the **Universal Application for Employment form** DS-174 either by regular mail (postal service) **or**, deliver by Hand to the South barrier of the U.S. Embassy. **Please do not send applications via fax.**

Blank application forms are also available at the South barrier of the U.S. Embassy (near the Nepal & Vatican Embassy) and at our internet website at <http://dhaka.usembassy.gov/> (Go to “About Us” and click on “Job Opportunities”)

**POINT OF CONTACT:**

Human Resources Assistant  
Telephone #885-5500 (between 10am to 11am Sunday through Thursday)

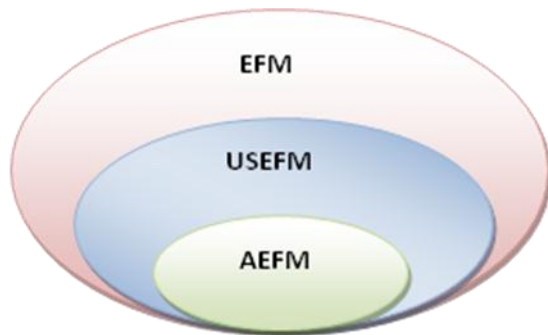
**CLOSING DATE FOR THIS POSITION: October 20, 2014**

The U.S. Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.



## Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.- citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,



Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:

1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.



A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Cleared by:

HRO:x

PAO: x

FMO: x